

# **DEMOCRATIC CAUCUS POLICY ADVISOR ARIZONA STATE SENATE**

**A policy advisor researches and analyzes legislation, and offers policy advice and other important assistance to Senators. The ideal candidate is a highly motivated individual wishing to work in a fast paced political and professional environment, and has experience in public affairs, government or a related field.**

## **MINIMUM EXPERIENCE AND EDUCATIONAL REQUIREMENTS:**

Bachelor's Degree. Specific policy experience in state budget, taxation and economic development issues is strongly preferred.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Staff legislative committees for the Democratic Caucus.
- Research and analyze legislation assigned to legislative committees, and monitor bills as they proceed through the legislative process.
- Brief Senate Democratic members on legislation, amendments and other items.
- Draft bills and amendments with assistance from legislative drafting attorneys.
- Compile information about the impact of legislation through research and discussion with stakeholders and other groups.
- Prepare written summaries of legislation.
- Respond to constituent inquiries.
- Draft talking points on key issues and legislation.
- Assist other staff with community outreach and media relations efforts as needed in your legislative subject areas.
- Perform other duties as assigned or required.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong written and oral communication skills.
- Skill in handling multiple tasks and working under pressure of deadlines.
- Ability to maintain a professional demeanor during stressful situations, and establish and maintain cooperative working relationships with Senators, staff, government agencies, and the general public.

## **COMPENSATION:**

Negotiable depending on qualifications and experience. Benefits package includes health, dental, vision and retirement.

## **APPLICATION:**

Submit cover letter and resume by October 13, 2017 to Jeff Winkler, Chief of Staff, at [jwinkler@azleg.gov](mailto:jwinkler@azleg.gov)